

## **POSITION DESCRIPTION**

**JOB TITLE:** Community Health Educator - Youth Engagement

**DEPARTMENT:** Juneau County Health Department

**DIRECT REPORT TO:** Health Officer, Juneau County Health Department

**SALARY RANGE:** \$ 23.3086 - \$ 29.6980 (2020)

**Full Time, Grade 19**

### **Essential Duties and Key Responsibilities**

This position will be responsible for youth prevention efforts both in Juneau County with the Substance Abuse Free Enforcement (SAFE) Coalition and in the South Central Wisconsin Tobacco Free Coalition (SCWTFC) service area of Adams, Juneau, and Sauk counties. The work involves being responsible for the development, implementation, and evaluation of youth-focused strategies and activities for substance use prevention efforts. This position is employed as a Community Health Educator by the Juneau County Health Department and reports to the Health Officer. Examples of essential responsibilities include:

- Develops and manages youth-led coalition including recruitment, orientation, and engagement of members
- Mobilizes and engages youth in high impact strategies and activities focused on local and statewide policy priorities
- Builds and maintains strong relationships with all school districts in the service areas
- Supports FACT: Spreading the Truth about Tobacco advisors to promote youth-led evidence-based strategies within schools
- Implements with fidelity tobacco and alcohol age compliance checks programs including outreach, community education, and volunteer recruitment
- Collaborates with law enforcement
- Translates and communicates complex data to the public
- Maintains coalition social media content
- Participates actively in all required SAFE and SCWTFC activities, meetings and trainings
- Collaborates coalition leadership and volunteers
- Investigates opportunities to expand prevention efforts
- Works in collaboration with local, regional, and statewide partners on substance use prevention initiatives
- Travel as required by the Drug Free Communities and Community Engagement grants
- Other duties as assigned

### **Qualifications and Experience**

A candidate will qualify for this professional position with:

- Educational background or experience in Youth Development, Education, Community Health Education, Community Organizing, volunteer coordination or a closely related

area.

- Bachelor's degree required.
- Experience in public relations, including media advocacy.
- Excellent organizational skills.
- Has a knowledge of community organizations and community resources.
- Comfortable working independently, self-starter, and manages time effectively.
- Proficient with computers, especially Microsoft Office Suite.
- Effectively communicates and collaborates with a variety of individuals and agencies.
- Possess a valid driver's license.

A well-qualified candidate will possess training and experience in the following key areas:

- Understanding of youth development principles.
- Experience with social media platforms and listserv management software.
- Experience with AODA prevention grants.
- Experience in managing program/grant strategies and activities.
- Understanding of the Strategic Prevention Framework.
- Understanding program planning.
- Knowledge of the role, functions, and practices of a local health department.

### **Working Conditions**

Mix of sitting, standing, and moving between program offices.

### **EEOC/AA/ADA**

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.